

KENTUCKY BOARD OF NURSING 2017-2018

NURSING CONTINUING EDUCATION/COMPLIANCE

PURPOSE

The purpose of mandatory continuing education (CE)/compliance, as cited in the *Kentucky Nursing Laws* (KRS 314), is to require evidence of the nurse's efforts to maintain and update nursing knowledge and skills needed to make competent judgments and decisions in nursing practice, nursing administration, nursing education, and/or nursing research.

Renewal Requirements: All nurses must validate the CE/competency requirement every year to renew their nursing license.

WHEN

KBN has an annual renewal process. The CE/competency earning period is the same as the licensure period, i.e., November 1 through October 31 of each year.

LICENSURE & EARNING PERIOD:
11/01/2017 – 10/31/2018

FOR RENEWAL OF LICENSE BY:
10/31/2018

OF CONTACT HOURS:
14 or equivalent

HOW TO EARN CONTINUING EDUCATION

According to Kentucky Administrative Regulation 201 KAR 20:215, validation of CE/competency must include one of the following:

1. Proof of earning 14 approved contact hours; **OR**
2. National certification related to the nurse's practice role (in effect during the whole period, or initially earned or renewed during the period); **OR**
3. Completion of a nursing research project as principal investigator, coinvestigator, or project director. Must be qualitative or quantitative in nature, utilize research methodology, and include a summary of the findings; **OR**
4. Publication of an article in a peer-reviewed health-related journal; **OR**
5. A nursing continuing education presentation that is developed by the presenter, presented to nurses or other health professionals, and is evidenced by a program brochure, course syllabi, or a letter from the offering provider identifying the licensee as the presenter of the offering; **OR**
6. Participation as a preceptor for at least one nursing student or new employee. Must be for at least 120 hours, have a one-to-one relationship with student or employee, may precept more than one student during the 120 hours, and preceptorship shall be evidenced by written documentation from the educational institution or preceptor's supervisor; **OR**
7. Proof of earning seven approved contact hours, **PLUS** a nursing employment evaluation that is satisfactory for continued employment. Must be signed by supervisor and include the employer name, address, and phone number, and cover at least six months of the earning period.

Online/Home/Self-Study CE

Licensees, regardless of state of residence, may earn all (or any combination of) contact hours from online/home/self-study offerings approved or recognized by KBN (see Table 1).

Academic (College Credit) Courses

Completion of academic courses that meet the following requirements shall qualify as approved CE activity:

- Nursing course, designated by a nursing course number, and **beyond the prelicensure curriculum** of the licensee; **OR**
- Academic course that is applicable to the nurse's role and **beyond the prelicensure curriculum** of the licensee.
- Successfully completed (a grade of "C" or better or a "pass" on an pass-fail grading system) **during the earning period**.

One semester credit hour = 15 contact hours

One quarter credit hour = 12 contact hours

Not Accepted as CE:

- * Prelicensure general education courses, either electives or designated to meet degree requirements.
- * CPR/BLS, in-service education, or nurse aide training.

CE APPROVAL

KBN approves providers to offer nursing CE contact hours. These providers are assigned a KBN approval number formatted as X-XXXX and an approval expiration date. If the provider from which a nurse wants to take, or has taken, CE has an approval number and current expiration date (as of the course date), the hours will be accepted toward his or her renewal. A list of KBN-approved providers can be found by clicking the "CE Provider List" on the KBN website at: <https://kbn.ky.gov/ce/Pages/ceformspubs.aspx>.

Additionally, if a CE course is offered by a provider that is approved by one of the national nursing organizations listed below or any state board of nursing, it will be accepted by the KBN for the same number of contact hours.

Table 1: NATIONAL NURSING ORGANIZATIONS RECOGNIZED BY KBN FOR APPROVAL OF CE OFFERINGS

- American Association of Nurse Practitioners (AANP)
- Nat'l Assn. of Nurse Practitioners in Women's Health (NPWH)
- American Assn. of Critical Care Nurses (AACN)
- Nat'l Assn. of Pediatric Nurse Practitioners (NAPNAP)
- American Assn. of Nurse Anesthetists (AANA)
- Nat'l Assn. for Practical Nurses Education & Service (NAPNES)
- American College of Nurse-Midwives (ACNM)
- National Federation of Licensed Practical Nurses (NFLPN)
- American Nurses Credentialing Center (ANCC) of the American Nurses Association (ANA)
- National League for Nursing (NLN)
- Assn. of Women's Health, Obstetric and Neonatal Nurses (AWHONN)
- **Other State Boards of Nursing**

CE Not Recognized by KBN: Individual Review

A CE course completed by a nurse that was not approved or recognized by KBN can be submitted for individual review and *possible* approval. The Individual Request for Review of CE Activities application can be obtained on the KBN website at: <http://kbn.ky.gov/ce/Pages/ceformspubs.aspx>. Complete and return to the Board office with requested materials and non-refundable application fee (currently \$10). Within approximately eight weeks of receipt of the submitted materials, KBN will notify the individual of the review outcome, i.e., approval or rejection. A notification of CE/competency approval should be retained for a minimum of five years. Individual review is not required if an offering is approved for continuing education by KBN or an organization recognized by KBN ([see Table 1](#)).

LPN AND RN CONTENT REQUIREMENTS

Domestic Violence CE: Three (3) contact hours of approved domestic violence CE must be earned within three (3) years of licensure into Kentucky by nurses seeking licensure by **endorsement** from another state, and **examination** candidates **educated outside of Kentucky**.

- * This course was included in the curriculum for graduates of Kentucky Programs of Nursing as of May 1998, meaning that these graduates are **not** required to take additional CE on the subject. **This is a one-time requirement.**

Pediatric Abusive Head Trauma (Shaken Baby Syndrome) CE: One and one-half (1.5) hours of approved CE covering the recognition and prevention of pediatric abusive head trauma must be earned within three (3) years of licensure into Kentucky by nurses seeking licensure by **endorsement** from another state, and **examination** candidates **educated outside of Kentucky**.

- * This course was included in the curriculum for graduates of Kentucky Programs of Nursing as of December 2011, meaning that these graduates are **not** required to take additional CE on the subject. **This is a one-time requirement.**

APRN CONTENT REQUIREMENTS

Pharmacology CE: Five (5) contact hours of approved pharmacology CE must be earned by **all APRNs each licensure period**.

APRNs with a CAPA-CS: One and one-half (1.5) contact hours of approved CE on the use of KASPER, pain management, or addiction disorders **each licensure period**. These hours may count as part of the required five (5) pharmacology contact hours.

In addition to the standard methods of CE approval, APRNs are allowed to use continuing medical education (CME) credits for pharmacology (provided the credits are pharmacology-related), if the provider offering the course is **recognized by their national certifying organization**, (e.g. AANP, ANCC, etc).

***PLEASE NOTE:** APRNs may use their national nursing certification to satisfy the fourteen (14) CE contact hours needed for RN licensure renewal each year, as long as the certification was initially attained during the licensure period, has been in effect during the entire licensure period, or has been renewed during the licensure period. If these requirements are met, APRNs **do not** need to earn 14 contact hours of CE to renew their RN licenses.

SANE CREDENTIAL REQUIREMENTS

Sexual Assault Nurse Examiner (SANE) credentialed nurses are required to earn five (5) contact hours of approved sexual assault CE **each licensure period**. Forensic medicine or domestic violence CE will meet this requirement. These hours may count as part of the required fourteen (14) contact hours of continuing education needed for renewal of the RN license.

VERIFYING CE/COMPETENCY - Certificates

Licensees should retain all copies of certificates of attendance/completion (grade reports, pass-fail certificates, or other documents) verifying successful completion of CE/competency offerings **for a minimum of five (5) years**. A certificate of attendance/completion shall specify the offering title, date, number of contact hours earned, and approval source (**KBN or other KBN recognized approver - see Table 1**).

Domestic violence and pediatric abusive head trauma CE certificates should be retained **for as long as a nurse holds a current/active license in Kentucky**.

At the time of license renewal, an applicant is required to certify that he/she has met (or will meet by October 31) the required CE/competency earnings. However, **PROOF DOES NOT NEED TO BE SUBMITTED TO KBN UNLESS THE LICENSEE IS SPECIFICALLY REQUESTED TO DO SO.**

Following each licensure renewal period, individuals are randomly selected for an audit, and will be required to submit copies of certificates of attendance to document approved CE/competency earnings. The Board reserves the right to request proof of compliance with CE/competency requirements from any and all licensees at anytime.

FOR ADDITIONAL INFORMATION

For additional information, visit the KBN website at <http://kbn.ky.gov/ce>. You can contact Chessica Nation, Continuing Competency Program Coordinator, at 502-429-7191 or 800-305-2042, Ext. 7191, or Chessica.Nation2@ky.gov.